



USAID | AFGHANISTAN

Solicitations open to: Afghan Nationals Only
Position Title: Project Management Specialist (Engineering)
Type of vacancy: Multiple
Opening date: December 22, 2016
Closing date: January 08, 2017
Work hours: 40 hours (Full time)
Position Grade: FSN-10
Vacancy announcement #: USAID/306/17/15/OI

Female candidates are strongly encouraged to apply

The United States Government (USG), represented by the U.S. Agency for International Development (USAID) Mission in Afghanistan, is seeking applications from qualified Afghan Nationals to provide personal services as **Project Management Specialist (Engineering)** under a personal services contract, as described in this solicitation.

BASIC FUNCTION OF THE POSITION:

The position is located in the Office of Infrastructure (OI) USAID/Afghanistan. The incumbent must have sound professional knowledge of electrical or mechanical engineering and project management with demonstrated ability to plan, design, and execute new energy infrastructure construction, renovation and improvement projects. As an On Budget Monitor, the incumbent is a Grants Manager works with the Government of Afghanistan as the Implementing Partner, and manages the administration of the USAID grant to the host government. The incumbent must support the host government and supplement their capacity and provide engineering expertise and guidance on energy infrastructure projects, analyze the technical feasibility of proposed projects, prepare and review procurement documents and specifications, manage construction and commissioning of projects, manage project resources, identify and resolve problems, communicate effectively and contribute to development of strategic plans and objectives. In addition, the incumbent serves monitors an independent Quality Assurance Representative, responsible for the quality assurance and inspection of energy construction projects for compliance with plans, specifications, acceptability of materials, methods and workmanship, and required safety and labor law regulations. Projects include but are not limited to high power transmission lines and substations, medium and low voltage distribution systems, power generation stations, utility operations and maintenance, system planning and capacity building of utility staff.

MAJOR DUTIES AND RESPONSIBILITIES:

Project Management:

- Oversees the planning, designs and executes energy infrastructure projects in accordance with USAID policies and regulations and host government partner requirements. Projects include new construction, renovation, or updating and upgrading of equipment in which application of professional engineering expertise is required to ensure conformance to international best practices, compliance with contract terms and specifications, and

adherence to internationally recognized project management practices.

- Conducts pre-construction conferences reviewing the scope of the entire contract including various technical sections associated with construction, safety, and security matters; assures compliance with all environmental, safety and labor laws/standards;
- Ensures all construction activities are performed in accordance with the stated scope of work; obtains required approvals for any changes to contract designs, specifications, and scopes of work.
- Participates in routine meetings between the host government and their contractors to review the status of projects and address any technical matters; reviews and recommends approval or disapproval of solicitation documents and proposed contract awards submitted by host government and making recommendations for concurrence to the On-Budget Committee, monitoring the activities of the independent Quality Assurance (QA) contractor to assure that the host government's contractor complies with contract plans and specifications; reviews QA reports of field construction from a technical engineering aspect, including the following: structural steel, reinforced concrete, utility transmission systems, utility distribution systems, substations, Supervisory Control and Data Acquisition (SCADA) systems, thermal, hydro or renewable power generation systems, and other utility-related construction, and recommends corrective action to the host government for the contractor to bring the construction quality into compliance with the plans and specifications;

Administrative:

- Reviews host government contractor's periodic payment invoices and recommends disbursement of funds by the Office of Financial Management (OFM); monitors the host government contractor's project schedules, budgets and resource plans to ensure that projects adhere to schedule and budget and advises the On Budget Committee of any deviations from the approved project work plan; Recommends On Budget Committee concurrence with change orders or contract amendments;
- Recommends corrective actions to On Budget Panel or Committee to resolve problems during construction. Work independently and review the daily construction surveillance logs from the QA inspection teams to insure that the host government's contractor complies with the terms and conditions of the contract between the host government and the construction contractor.
- Reviews the host government contractor's periodic progress reports as specified in their contracts and advises the On Budget Committee that all other deliverables are delivered on time; reviews QA reports or other deliverables for completeness, accuracy and readability; maintains records and prepares close-out files on completed projects.

Monitoring & Evaluation:

- Monitors Quality Assurance (QA) activities directly or through subcontractors to determine the sufficiency and quality of completed work by contractors; reviews the host government's proposed change orders and supplemental agreement modifications; attends Factory Acceptance Tests (FAT) and Type Tests (TT) for key components; reviews QA field testing of host government contractor's materials and prepares documentation of testing results; maintains accurate and complete records and files, including as-built drawings and specifications;
- Monitors the QA inspections of the host government contractor and indirectly monitors host government's compliance with environmental, health and safety, marking, land and right of way (ROW) and other grantor requirements; compliance with Afghan laws and codes;

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

Education: A bachelor's degree in engineering (electrical, mechanical, engineering project management) or construction contracts management from an accredited institution .(Educational requirement must be met at the time of application for the subject position).

Work Experience: A minimum of five (5) years of relevant and progressively responsible experience in engineering design, construction management or quality control.

(Work experience requirement must be met at the time of application for the subject position).

Language: Language Proficiency: (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): Level IV (Fluent) speaking/reading English and level IV (Fluent) speaking/reading Dari or Pashto.

Knowledge: The incumbent must have demonstrated construction project management skills including previous experience in program, contract and grants management and contract administration. A demonstrated ability to effectively collaborate with co-workers, host government representatives, implementing partners and contractors and manage resources is required. A demonstrated ability to work productively in a multicultural environment is required. Must have knowledge in design and construction practices with pertinent codes and specifications, thorough professional knowledge in design calculations and criteria and preparation of engineering drawings and specification is required.

Skills and Abilities: The incumbent must have prior experience and demonstrated ability to work collaboratively with senior officials of government and international organizations. The incumbent must have a demonstrated ability to communicate effectively through oral presentations and briefings, written reporting and analysis, and information technology tools.

HOW TO APPLY:

Applicants are requested to submit a complete application package which must include all required documents to AFPAKjobs@usaid.gov with a **Subject line: USAID Project Management Specialist (Engineering) OI 1715.**

ANY/ALL application submissions received after the closing date of January 08, 2017 will not be considered.

REQUIRED DOCUMENTS:

1. **Cover memo/email text that outlines how your qualifications and experience meet the selection criteria.**
2. **Application for Employment as a Locally Employed Staff (DS-174)**
<http://photos.state.gov/libraries/afghanistan/941877/jobs/DS-174.doc>
<http://www.state.gov/documents/organization/136408.pdf> (A copy of the DS-174 form can also be downloaded from ACBAR.org under this link <http://www.acbar.org/applicationform>. Applicants who are accessing this solicitation through jobs.af can download directly from the website) **AND**
3. **A current resume or a curriculum vitae**

IMPORTANT:

IN ORDER TO HAVE YOUR APPLICATION CONSIDERED, YOU MUST SUBMIT ALL THREE REQUIRED DOCUMENTS. IF YOU OMIT ANY OF THE REQUIRED DOCUMENTS, COVER PAGE, CV or DS-174 FORM, YOUR APPLICATION WILL NOT BE CONSIDERED.

Note:

- Ø Only short-listed candidates will be notified.
- Ø This vacancy is open only to Afghan Nationals.
- Ø Applications with insufficient, incomplete and inconsistent information to make a determination will not be considered.

- Ø No in-person appointments or telephone calls will be entertained.
- Ø Applications submitted as .RAR file will not be accepted by the system
- Ø Candidates who are applying for this position must fully meet the education requirement (graduated and degree and/or diploma already received) as specified. At the time of applications, candidates must also meet in full the experience requirement. There is no exception for these requirements.
- Ø Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result the rejection of their application from further consideration.
- Ø The Agency retains the full right to cancel or amend the solicitation and associated actions.

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